



Cranbrook Academy of Art Transcript Request Form

Transcript fee: \$5 per transcript. Transcript fee and any prior account balance owed to CAA is due before transcript(s) can be processed. You will be contacted with your balance due upon receipt of your request. For mailed requests, see contact information below to inquire about balance before sending.

***Indicates information required for processing**

Name* (under which you attended CAA): _____

Current legal name (if changed): _____

Note: Your name will not be changed on your transcript. If you have questions about this, please contact us.

Email address*: _____

Phone: _____ Graduation year*: _____

PERMANENT HOME ADDRESS* (If you are requesting an **unofficial** transcript, this is where it will be mailed) House number and Street:

City: _____ State/Province: _____

Zip code: _____ Country: _____

DEPARTMENT*

<input type="checkbox"/> 2D Design	<input type="checkbox"/> Ceramics	<input type="checkbox"/> Photography
<input type="checkbox"/> 3D Design	<input type="checkbox"/> Fiber	<input type="checkbox"/> Print Media
<input type="checkbox"/> Design (prior to 1997)	<input type="checkbox"/> Metalsmithing	<input type="checkbox"/> Sculpture
<input type="checkbox"/> Architecture	<input type="checkbox"/> Painting	

EXPLANATION OF TRANSCRIPT TYPES:

Both official and unofficial transcripts require a completed, signed Transcript Request Form. Both the official and the unofficial transcript contain the same information about a student's academic record: a chronological list of classes, grades, and credits. The **official transcript** includes the Registrar's signature, the college seal, and the date it was issued. An official transcript is delivered in a sealed envelope which should not be opened by anyone except the addressee; it is a legal document. An **unofficial transcript** is the student's academic record **without** Registrar's signature, seal, date, or sealed envelope. It can be scanned and delivered as a PDF. *If you have been asked to have an official transcript sent electronically, please inform the requestor that CAA does not send official transcripts via PDF; if they still want an official transcript in the form of a PDF, please email or call us (contact information below).*

NUMBER OF TRANSCRIPTS REQUESTED*:

_____ Unofficial Transcript (may be opened by you, duplicated and/or forwarded to third party)
Check here if you would like to include a PDF Scan, sent directly to your email address, in addition to the hard copy version: _____

_____ Official Transcript (sealed and sent directly to a third party – will not be mailed to student)

FOR OFFICIAL TRANSCRIPTS ONLY*:

If requesting more than one official transcript, you will need to fill out a separate form for each address. .

Name of institution: _____

Name of person receiving transcript: _____

Address: _____

City/State/Zip: _____

***Signature of student/requestor** (HANDWRITTEN SIGNATURE REQUIRED – DO NOT TYPE)

Date of request

Questions? Call (248) 645-3300 or email caaadmissions@cranbrook.edu.

Please send (scan/email) request to: caaadmissions@cranbrook.edu Fax: 248-645-3591 Postal mail: Cranbrook Academy of Art, Attn: Transcripts, PO Box 801, Bloomfield Hills, MI 48303 Accepted payment methods: Debit/Credit (Visa, Mastercard, Discover); Check or Money Order. To pay by credit card, please call the office directly (248-645-3300).